Faculty Proctoring Instructions for Integrated Testing

This page should be printed and distributed to those who will monitor the secured tests.

Proctoring Instructions:

1) On test day, the students log into their Kaplan homepage with their username/password.
   RN/PN Student URL:  [http://nursing.kaplan.com/S_Login.aspx](http://nursing.kaplan.com/S_Login.aspx)

2) When the proctor tells the students to begin, students click, “Take Available Tests,” in the Green Integrated Testing box. They will see the specific test scheduled and then click into the test to begin.

3) If students are kicked out of the test due to server error at any point, they can close the browser window, log back in, click on Resume, and they will automatically be placed back into the test at the point of exit. **DO NOT** “Refresh”, “Quit” or do anything except close the window before logging in again.

Once logged in students should **avoid:**

- Hitting the backspace key. Tests are designed to move from one question to the next without going back to change answers. The backspace key will quit the test. They should only be clicking “Next” on the test interface.
- Leaving the test site before completing the test, or attempting to open any other websites while testing. This could cause the test to be submitted and scored before the student is finished.
- Refreshing the page. If there is a script error, or if the Internet goes down, students should close the browser window, log in again, and resume as described above.
- Submitting a test before completion with “Quit” button. Quit button will immediately close and score the test.
- Using the radio buttons on the browser tool bar. All testing functions should be accessed from the icons within the program for best results. Since the screen is modeled after the NCLEX®, using the program buttons will give the students great practice for the real thing.

Test Reset Policy:

- Any test reset request must be submitted via email to your Kaplan Service Specialist from a faculty email address that exists in the student facing IT nursing platform, or through the **Faculty Hotline**, **1-866-920-6311**. (Hotline is for faculty use only and should not be provided to students.)
- If you call into the Faculty Hotline, you will be asked for your username and password associated with your admin account or demo student account to verify your identity. This will ensure that students do not have any opportunity to request a test or test reset without faculty supervision and will protect the integrity of the norming of the benchmarked tests.
- Please make sure you have access to your admin or demo student username and password in case you need to call the Faculty Hotline for assistance.

**Faculty Hotline: 1-866-920-6311**

*For use by faculty for test-day situations*

Eastern Time Zone | Mon – Fri: 8am – 8pm | Sat: 9am – 5:45pm